



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 24, 2018

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, Dave Singer, Charlie Krupa, Renee Greenland, and John Earl

Absent: John Wenum and David Moore

Unexcused Absence: None

Staff Present: Kari Labansky, Lisa Williams, Chris Utley, and Wendy Schneider

Guests Present: None

Opening

1. John Earl called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by Bob McClyman to adopt the October 24, 2018 meeting agenda. Seconded by Donna Maly. Passed unanimously.
MOTION CARRIED.

John welcomed staff members, Kari Labansky, Lisa Williams, Chris Utley, and Wendy Schneider.

Motion was made by Bob McClyman to adopt the August 22, 2018 meeting minutes. Seconded by Renee Greenland. Passed unanimously.
MOTION CARRIED.

2. **President's Comments**

John mentioned we are still waiting to hear from the Division of Housing on the Charlie Krupa project. Groundbreaking was held at the end of September and site work will begin in the spring. The financial state of the agency is good. He expressed his sincere appreciation for board member attendance at our board meetings.

3. **Executive Director's Report**

Fred expressed appreciation to John Earl and the board for their time and support of the agency. He also thanked the managers for all their hard work. The WISCAP quarterly meeting will be held in LaCrosse in early November. Our Standards of Excellence Community Services Block Grant on-site monitoring will take place on November 6th. The State CSBG Coordinator will meet with agency staff, the Board President, and any board members who wish to attend. The State recently monitored four of our apartment buildings with minimal findings. Fred commented on the frequency of audits our programs undergo each year. To honor Ed Czerkas for all the work he does soliciting items and participation in our annual golf event, the agency celebrated "ED Day" with a luncheon; many friends and family were present. Moving forward, "ED Day" will be celebrated annually on the third Thursday in October.

Motion was made by Donna Maly to accept the October 24, 2018 Executive Director's Report. Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

Kari presented the Budget & Finance Report including a summary of changes to the CWCAC Financial Procedures Manual. This manual is updated every few years with the last change taking place in July of 2016.

Motion was made by Muriel Harper to accept the October 24, 2018 Budget & Finance Report with thanks to Kari. Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

5. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of September 14, 2018. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the July 13, 2018 PBP Committee meeting minutes. Joy presented Ed's Buildings Maintenance & Repairs Report with detailed information regarding each of our properties. The State approval letter was received for the Charlie Krupa project, although the project may not get started until early next year. Groundbreaking will be held on Friday, September 28th. Chuck will present information on the Car Loan Program at the next PBP Committee meeting. MOJO Music is planning a special fundraiser for the Wisconsin Dells food pantry on October 6th. Work has begun on the HOME application for our next housing project in the City of Mauston (John Wenum II). Renee provided an update on the Baraboo warming shelter.

Wendy provided an update on Rapid-Rehousing. Fred reported that the Weatherization contract has been closed out with all funding spent; a new contract will be issued. The Neighborhood Stabilization Housing located in Randolph has just been resold. The Division of Housing will be conducting on-site reviews next week of Pine Grove, Wood Hollow, Kirk-Wood, and Holly Heights. The meeting was adjourned. The next meeting will be held on Friday, November 9, 2018.

Motion was made by John Atkinson to accept the PBP Committee Report of September 14, 2018. Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

John Earl asked board members to review the EPF&A Committee report of September 14, 2018. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the August 10, 2018 EPF&A Committee meeting. Fred is meeting with an attorney next week for review of one of the HUD complaints. We have not received any formal reports back from HUD or DWD on either complaint. Kari presented the Finance Report. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari. The Neighborhood Stabilization House located in Randolph has just been resold. Paperwork was completed transferring the Land Use Restriction Agreement to the new owner. We are working on updating our Strategic Plan; this will also be changed to a five year plan. Fred reported that he is waiting to sign the agreement with the Juneau County group concerned with the drinking water in the Township of Armenia until we receive funds from them. Committee members discussed the agency Risk Assessment, Attorney suggested Bylaws revisions and Personnel Policy revisions. These documents will be reviewed at the October EPF&A Committee Meeting. Fred provided an update on the Charlie Krupa project. The meeting was adjourned. The next meeting will be held on Friday, October 12, 2018.

John Earl asked board members to review the EPF&A Committee report of October 12, 2018. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the September 14, 2018 EPF&A Committee meeting. The committee went into Closed Session by unanimous roll call vote. The committee resumed in Open Session by unanimous show of hands. Kari presented the Finance Report. Committee members reviewed the Finance Procedure Manual, which was last reviewed in July 2016, and also a summary of current revisions. Managers will present their 2019 budgets at the November 2018 EPF&A Committee Meeting with presentation to the full board in December. After discussion, motion passed by unanimous vote approving the Finance Report including the Finance Procedure Manual with revisions with thanks to Kari. Committee members expressed many positive comments regarding the Charlie Krupa School View Senior Village Groundbreaking

Ceremony. Dave Singer volunteered to chair an Ad Hoc Committee for the 2018 Executive Director Performance Evaluation & Compensation review. John Earl will ask for committee volunteers at the October Board Meeting. After review and discussion, motion was passed by unanimous vote to accept the Personnel Policies recognizing the Attorney suggested revisions, the 2018-2020 Risk Assessment Plan, and the 2016-2020 Agency Strategic Plan. These three documents will be submitted to the full board for approval at their October meeting. After review and discussion, motion was passed by unanimous vote to recognize the Attorney suggested revisions to the By-Laws; since this is an evergreen document, it will be tabled until the November EPF&A Committee Meeting and brought back to the full board at their December meeting. A copy will be sent to the full board in the October board packet for review. Fred updated committee members on a recent food pantry fundraiser held by MOJO Music in Wisconsin Dells. Holiday Train raffle tickets are available for purchase. Fred recently met with Town of Armenia Chairman, Bob Owens, regarding water testing. With funding coming in soon, we will act as the fiscal agent disbursing funds for the test kits which range from \$20-\$25. Fred will keep the committee informed about any flood relief efforts by our agency. We have a new tenant at the Wisconsin Dells Office; Sky Blue Dreams, a hypnotherapist, Jane Govoni. She will be making a presentation at our All Staff Holiday Gathering in December. Fred mentioned that we will be honoring Ed Czerkas on Thursday, October 18th for all the work he does soliciting donations for our Golf Outing. UMOS will discontinue renting an office at our Beaver Dam location at the end of October. Bon Bon & Bordeaux, located the Portage building, has vacated; however an insurance agent will be moving in. The meeting was adjourned. The next meeting will be held on Friday, November 9, 2018.

Motion was made by Charlie Krupa to accept the EPF&A Committee Reports of September 14, 2018 and October 12, 2018. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**
 - a. **Weatherization**
 - b. **Homeless**
 - c. **Hunger Reduction**

Chris Utley reported on the Weatherization Unit. The State Report on Savings to Investment Ratio showing how cost effective we are reflected our agency as number one. One of the reasons for this is how we target customers; we use the Energy Assistance database for those who have LP, electric water heaters, and those who live in mobile homes. We ranked average for natural gas savings on single family homes, and second highest for electric savings because we target those with electric water heaters; we are number 3 overall. We try to limit repairs that don't contribute to savings; we only do work necessary to protect and preserve the measures that we do which keeps health & safety costs low. Chris expressed appreciation for the Weatherization staff and the quality work

they do. They also use the State reporting system which includes data about completed jobs; they use the data to guide the program by analyzing results and making changes as necessary. To date our Weatherization Program has served 53 households, with a goal of 53 and 98 audits done. We have installed 53 freezers/refrigerators, 9 furnaces, and 25 water heaters.

Wendy Schneider reported on the Homeless Unit. We had a monitor in from the Balance of State Continuum of Care last week monitoring our Project Chance Rapid Re-Housing Program. They are coming back in November to meet with her and the Homeless Unit Staff to review results. We are praying for a speedy recovery for Deb Anderson who has been off work due to ankle surgery. Working through WHEDA, Sauk County Emergency Management has awarded our agency \$10,000 to assist those affected by recent flooding; the money can be used toward temporary housing. The New Beginnings Homeless Shelters remain busy. The Homeless Unit report reflected 428 individuals served and a cost of services at \$178,140.40 from January through September 2018. The Project Chance Rapid Rehousing Program reflected 131 individuals served and \$118,065.07 spent in leasing dollars. The New Beginnings Family Shelter had a total of 1,000 shelter nights and New Beginnings Men's Shelter had a total of 728 shelter nights. A total of \$30,072.08 was spent on rents and security deposits for the Sauk County Rapid Re-housing program. Funds expended for the National Exchange Bank Grant in 2018 were at \$5,429.75 (\$19,677.29 of new grant). Renee reported the status of the Baraboo Warming Shelter.

Lisa Williams reported on the Section 8/Hunger Reduction Unit. The new Section 8 software being implemented is a program requirement and is very difficult to work with. We currently have 592 Section 8 vouchers providing 1,125 individuals with rental assistance, 5 voucher holders that have ported in, and 49 Veterans VASH vouchers providing 49 veterans with rental assistance. The Senior Stock Box Program is running well. In September 2018, the food pantries served a total of 3,972 households, 9,701 individuals, and received 273,081 pounds of USDA commodities.

Motion was made by Donna Maly to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of October 24, 2018. Seconded by Sandy Wormet. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

Motion was made by Stacy Ewert to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves submission of the 2019 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and

reduce poverty.” Seconded by Charlie Krupa. Passed unanimously.
MOTION CARRIED.

Motion was made by Donna Maly to approve the motion which reads, “The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of reviewing and approving the Updated Finance Procedure Manual.” Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

Motion was made by Donna Maly to approve the motion which reads, “The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of accepting the Personnel Policy Manual recognizing the Attorney suggested revisions.” Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

Motion was made by Donna Maly to approve the motion which reads, “The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of accepting the 2018-2020 Risk Assessment Plan.” Seconded by Renee Greenland. Passed unanimously. **MOTION CARRIED.**

Motion was made by Donna Maly to approve the motion which reads, “The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of accepting the 2016-2020 Agency Strategic Plan.” Seconded by Stacy Ewert. Passed unanimously.
MOTION CARRIED.

John mentioned the Agency By-Laws with Attorney Suggested Revisions which was in your board packet for review, will be sent back to the Executive, Personnel, Finance & Audit (EPF&A) Committee for further discussion before being presented for full board approval.

8. **New Business**

John Earl mentioned that Dave Singer has agreed to chair an Ad Hoc Committee for completion of the 2018 Executive Director's Performance Evaluation & Compensation. If you are interested in serving on this committee, please let John know.

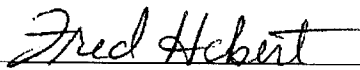
9. **Next Meeting**

Wednesday, February 27, 2019 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

October 25, 2018

Date